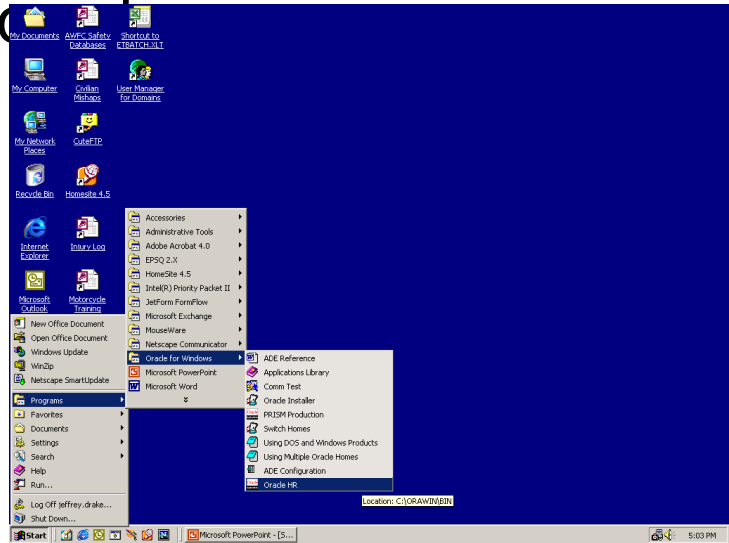


Instructions for Updating Individual Records

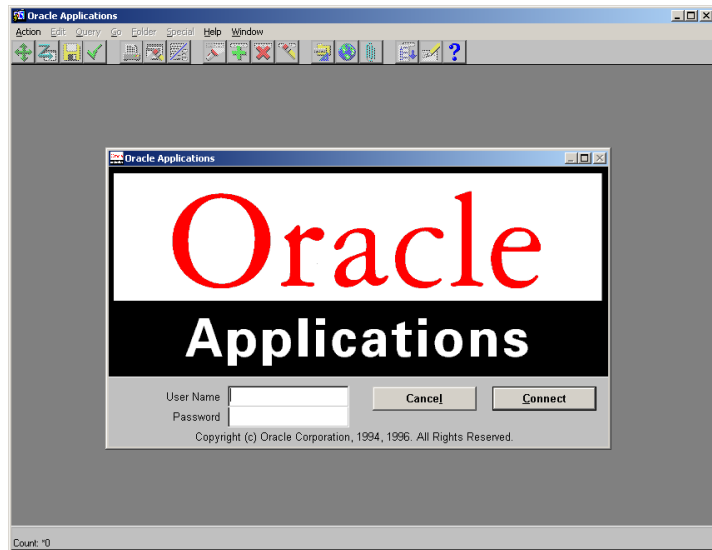
Step 1: Launch MILMOD

- Click Start → Programs → Oracle for Windows → Oracle HR



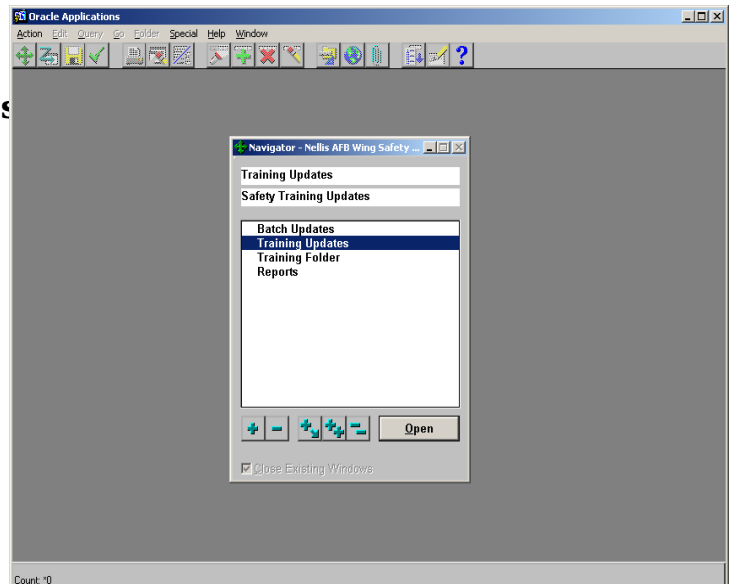
Step 2: Login

- If you don't already have a password contact PSM to obtain one. You cannot access MILMOD without a User Name and Password.



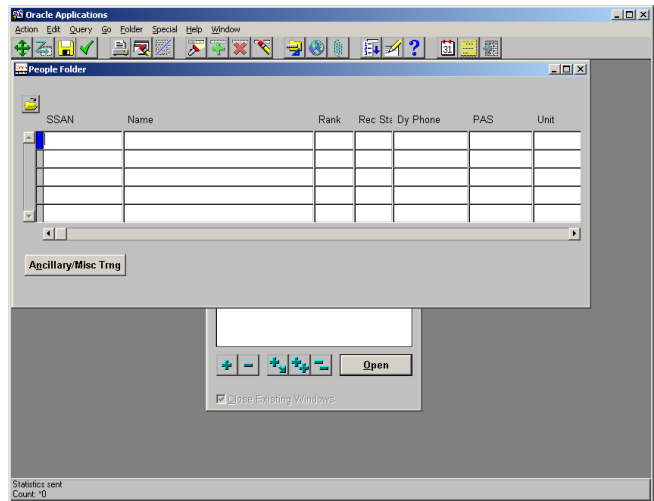
Step 3: Select The Training Updates Menu

- Click Open



Step 4: Entering the SSAN

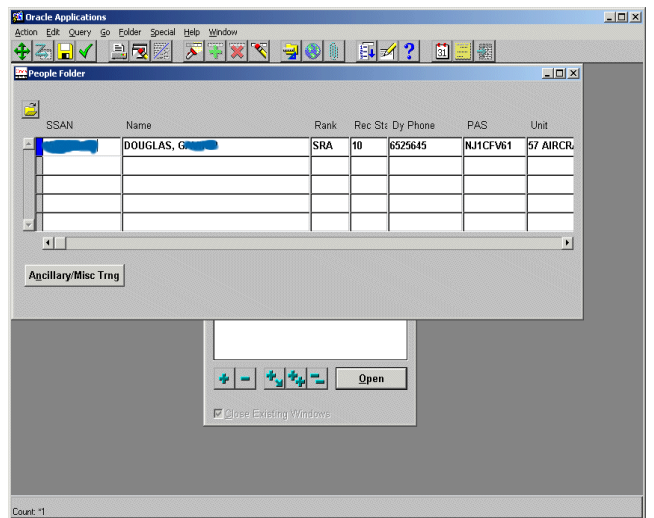
- Click into SSAN field
- **Press F7**
- Enter the SSAN with the dashes (example: xxx-xx-xxxx)
- **Press F8**



It will a little time before the individuals personal information comes up. When it does finally appear it will look like the image to the right. (some information has been obscured due to privacy act material).

Step 5: Retrieve Training History

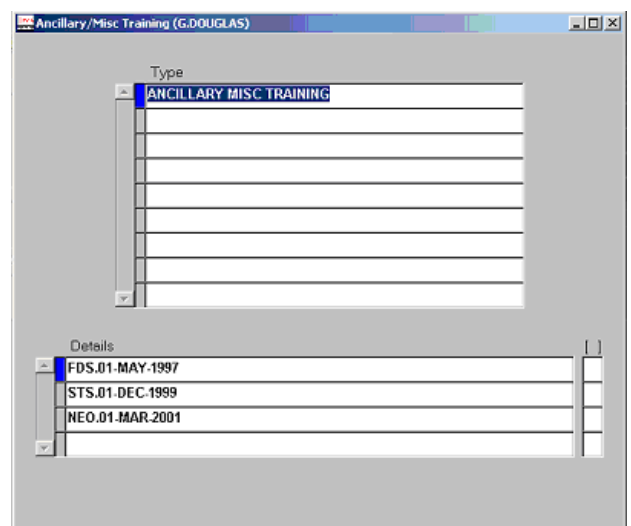
- When the information appears, click the **Ancillary/Misc Trng** button to bring up the training history for that individual.



After a period of time, the training history window will appear. It will appear similar to the image on the right. There can be up to a 5 minute or more delay while this information is retrieved. If after about 10 minutes this does not appear, shutdown Milmod and start over.

Step 6: Retrieve the Update Dialog

- Click into an open area in the details pane twice. In the example to the right you would click in the last block under the training listed NEO.01-MAR-2001.



Step 7: Enter Training Type and Date

- In the **Course Name** block enter **SST**. The form will automatically write Supervisor Safety Training out the the right as shown to the right.

- In the **Completion Date** field enter the date separated by dashes. Using the example to the right: 03-JAN-2002.

- **Click OK**

After you finish entering your information you will drop back to the training history window showing your entry. It will look like the example to the right.

Ancillary/Misc Training (G.DOUGLAS)

Type

ANCILLARY MISC TRAINING

Extra Person Information

Course Name: SST SUPERVISOR SAFETY TRAINING

Completion Date: 03-JAN-2002

Clear Cancel OK

Details

FDS.01-MAY-1997
STS.01-DEC-1999
NEO.01-MAR-2001
SST.03-JAN-2002

Ancillary/Misc Training (G.DOUGLAS)

Type

ANCILLARY MISC TRAINING

Details

FDS.01-MAY-1997
STS.01-DEC-1999
NEO.01-MAR-2001
SST.03-JAN-2002



Step 8: Save the Record

- Click the **Save** button.

- After your transaction completes, you will see a window appear confirming your save.

- **Click OK**

- You are finished entering that record. If you wish to enter another record, repeat the process.

Forms

FRM-40400: Transaction complete: 1 records applied and saved.

OK